

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-25				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013 Base Option Period Number 2			Title of Work Assignment/SF Site Name NCEA Database and Website Supt				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.10, 2.17, 3.1, 3.2, 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2012 To 07/31/2013				
Comments: This action establishes WA 2-25 in OP 2 of the contract and requests a workplan, staffing plan and budget to support the attached PWS. The Agency estimates 4000 direct labor hours will be necessary to support the requirement.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2013										
This Action:						4,000				
Total:						4,000				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Maureen Johnson						Branch/Mail Code:				
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						FAX Number: 305-425-8314				
Project Officer Name Nancy Muzzy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Cathy Basu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2042				
						FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 2-25

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LOE: 4000 hours

Period of Performance: August 1, 2012 to July 31, 2013

**Title: Support of the National Center for Environmental Assessment (NCEA)
Websites and Databases**

PWS Sections: 2(b), 2(c), 2.2, 2.3, 2.4, 2.10, 2.15, 2.17, 3.1.2, 3.1.3, 3.1.5, 3.1.6, 3.1.7, 3.1.9, 3.1.10, 3.1.11, 3.1.12, 3.1.13, 3.1.15, 3.1.17, 3.1.18, 3.1.19, 3.1.20, 3.2, 3.4

The purpose of this work assignment is to support research and research information dissemination of risk assessments and related aspects of NCEA's mission. On target with this, one of NCEA's critical goals is to support the ORD Research Priorities, these are new robust research programs that in varying levels of need, depend on the strong presence of NCEA's Web sites like the Exposure Factors Program/Hand Book (EXPO-Box), Benchmark Dose Software (BMDS), Casual Analysis/Diagnosis Decision Information System (CADDIS), Integrated Risk Information System (IRIS) database, NCEA EIMS/Science Inventory collection, and various other NCEA guidance, training, and workshop outreach material to capture the full picture of risk assessment.

The primary goal of all these systems is to enhance preparedness, utility and business resiliency,

detection, response, and recovery efforts relative to assessing risk in the environment, vulnerabilities, and threats if a natural calamity or incident occurs. Additionally, NCEA seeks innovative ways to distribute information to the targeted audience by utilization of emerging technologies especially in the area of Web 2.0. This not only allows NCEA to be more “green” in cutting back on the less environmentally friendly methods of communications, but also to demonstrate its alignment with the administration goals of making agency services and information more accessible to citizens so they can see value in their government.

Risk Assessment is one of the key areas of environmental protection all agency programs focus on and each of the systems mentioned above have a strong tie to assessments of water quality and human health. In each of these programs, NCEA seeks the best way to get information out to the correct and varied target audiences from our web sites. We also require support for the dissemination of guidance and information related to the understanding of climate change impacts, adaptation, and mitigation measures within the mission of EPA.

I. PURPOSE:

The purpose of this work assignment is to: support new development, on-going maintenance and long-term operation of all NCEA websites and databases in support of communicating, education, and outreach of the mission of the National Center for Environmental Assessment center and organization. NCEA is the principal organization for human health and ecological risk assessments in the Office of Research and Development. Therefore it is imperative that NCEA’s web sites offer streamlined pathways (quick easy to use, task oriented and topical) to this research, models, data and technology. NCEA’s web sites and databases are critical to supporting thousands of researchers all over the world.

The result of this work assignment is improved designs to the NCEA Websites and database to meet our stakeholders and external (and internal) needs while complying with Agency web guidance and web initiatives. To that end, this work assignment requires improvements to the NCEA web sites that will streamline the web site (and database), reduce any redundant, outdated content (referred to by the EPA Webguide as “ROT”) on the web site, and reduce the cost of maintenance and development on the site through the use of new technology and Agency approved software.

The tasks described in this work assignment will outline the steps necessary to achieve the project’s goals. Working together, the various tasks will complement one another to produce a more efficient, cohesive public experience that will improve the usefulness of the web site and support the business process of the NCEA organization.

To achieve this outcome the contractor shall be expected to provide:

- 1) Operation and maintenance of the NCEA Web sites and databases.
- 2) Enhancements to the sites based on Agency guidance and new technology.
- 3) Web analytics for site usability/enhancement and improved communication.
- 4) Technical review by a Subject Matter Expert (SME) with expertise to provide support for

database design or development.

The intended audience for this project is: NCEA Management, NCEA Stakeholders (including but not limited to: EPA Program Offices and Regions, members of Congress, other Federal Agencies, etc), Colleges & Universities, States/Local Governments, Scientists from around the world, risk assessors and any concerned citizens.

This work assignment also contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and ORD's Strategic Plan (EPA, Jan 2001). Under EPA's *Strategic Plan*, reference is made to Goal 2/Objective 2.1 (Protecting Ecosystems & Human Health). Under ORD's *Strategy*, there are multiple references made to improving communication and outreach of our research products and programs.

II. BACKGROUND:

EPA's National Center for Environmental Assessment (NCEA) is a leader in the science of human health and ecological risk assessment, a process used to determine how pollutants or other stressors may impact human health and the environment. NCEA occupies a critical position in EPA's Office of Research and Development (ORD) between researchers in other parts of ORD and outside of EPA who are generating new findings and data and the regulators in EPA's program and Regional offices who must make regulatory, enforcement, and remedial action decisions. NCEA prepares technical reports and assessments that integrate and evaluate the most up-to-date research and serve as major elements of the science foundation supporting EPA policies. NCEA also conducts cutting-edge research to develop innovative quantitative risk assessment methods and tools that help extrapolate between experimental data and real-world scenarios, improve our understanding of uncertainties, and facilitate careful weighing of evidence. This is why this work assignment is critical in supporting the mission of NCEA and the Environmental Protection Agency.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

All efforts under this list of task description shall be in compliance with all existing and new Agency and ORD web requirements, and/or changes in the EPA server environment, NCEA or in the supporting technology. The contractor shall perform the following tasks:

Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QAPP supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Operations and support for the NCEA Web sites and Databases as they support the ORD Research Priorities

There are over 1500+ reports in the NCEA Database (powered from the Environmental Management Information System (EIMS) and EPA Science Inventory (SI) Application) that are either updated, archived or new reports added on a regular basis. The interface to the NCEA database is through the NCEA Admin, this is a data entry application of EIMS that is used for content management of reports in the pipeline, and at times as new levels of requirements are added NCEA Admin is updated to support these requirements. Operations and maintenance may include, but not be limited to, link checking, improving the metadata for searching, tweaking the pages for the web presentation or archiving retired information.

The contractor shall be responsible for managing the updates to the NCEA Internet and Intranet Web sites, related Admin & Public Database applications, and performing any related web support.

The contractor shall provide the following as it pertains to products from NCEA program:

- Provide maintenance for the NCEA Web sites, which includes site updates as necessary to comply with ORD and Agency Web requirements, and/or changes in the EPA server environment or in the supporting database(s).
- Provide other modifications or enhancements as specified in Technical Direction Work Requests throughout the period of performance, including migration of selected ColdFusion pages to html, addition of new static and dynamic web pages, and redesign of selected pages to:
 - Fulfill the mission of the Agency and any related Web initiatives
 - Improve the performance of the site,
 - Comply with Section 508 for Accessibility, and
 - Improve the usability based on recommendations from NCEA, ORD or Agency customer feedback evaluation(s).
- Provide Section 508 compliant reports (in PDF format) for posting on the NCEA Web sites and databases.
- Manage the updates and maintenance of the reports in the database throughout the NCEA portfolio.
- Review the site for redundant, outdated, trivial (ROT) content, dead links, usability and other EPA initiatives to improve the function of the web site.

New and major revisions to web pages will be reviewed and tested by the contractor, and by the content provider and/or the WAM. Routine or minor modifications will be tested before they are implemented, before they are sent to the WAM for review. All web pages shall be consistent with ORD and Agency policies regarding the appearance, format, standards and function of Internet and Intranet web pages. Additionally, the web pages on the HHRA Web sites shall not compromise the security procedures enforced through the NCC facility in RTP, NC.

Task 1.1 Operation and maintenance of the Human Health Risk Assessment (HHRA) Web sites and databases

This task is related to four HHRA themes described below. The contractor may be asked to provide html development, database design/development, and content preparation or web development review prior to deployment on the agency environment. The HHRA web site is made up of 4 subtasks.

Sub-task 1.1.1 Support of Theme 1, Integrated Risk Information System (IRIS) Health Hazard and Dose Response Assessments

This subtask is specified for the tracking of work performed under this subtask. These site(s) include the site(s) defined as:

- <http://www.epa.gov/ncea/hhra> (or any future aliases this may be called)
- <http://www.epa.gov/ncea> (or any future aliases this may be called)

In addition, these sites are currently operated and maintained by other contract support to the EPA, therefore, in this work assignment this task is to provide web and database support as needed to the IRIS theme but not in conflict with the existing contract support. These sites include the sites defined as:

- <http://www.epa.gov/iris> (or any future aliases this may be called)
- <http://intranet.epa.gov/ncea/iristrack/index.htm>
- <https://cfint.rtpnc.epa.gov/ncea/iristrac/index.cfm>

Sub-task 1.1.2 Support of Theme 2, Integrated Science Assessments (ISA) of Criteria Air Pollutants

This subtask is specified for the tracking of work performed under this subtask. These site(s) include the site(s) defined as:

- <http://www.epa.gov/ncea/isa>

In addition, these sites are currently operated and maintained by other contract support to the EPA, therefore, in this work assignment this task is to provide web and database support as needed to the ISA theme but not in conflict with the existing contract support. These sites include the sites defined as:

- <http://hero.epa.gov/>
- <http://www.epa.gov/ncea/bmds/>
- <http://cfpub.epa.gov/ncea/CFM/nceaQFind.cfm?keyword=Nanomaterials>

Sub-task 1.1.3 Theme 3: Community Risk and Technical Support (CRTS) for Exposure and Health Assessments

This subtask is specified for the tracking of work performed under this subtask. These site(s) include the site(s) defined as:

- <http://www.epa.gov/risk> (or any future aliases this may be called)
- www.epa.gov/ncea/efh
- <http://www.epa.gov/risk/expo-box>, currently on staging at <http://intranet.epa.gov/ncea/test/risk/exbox2/>
- <http://intranet.epa.gov/ncea/stsc>, currently on staging at <http://intranet.epa.gov/ncea/test/stsc/>

Sub-task 1.1.4 Theme 4: Methods, Models, and Approaches to Modernize Risk Assessment for the 21st century

This subtask is specified for the tracking of work performed under this subtask. These site(s) include the site(s) defined as:

- <http://hero.epa.gov/>
- <http://www.epa.gov/ncea/bmds>
- <http://www.epa.gov/risk/nexgen>

Subtask 1.2. Support of the Safe and Sustainable Water Resources (SSWR) Web sites and Databases

The contractor shall be responsible for managing the updates from NCEA that pertain to the Safe and Sustainable Water Resources Research Program's Internet and Intranet Web sites, related Admin & Public Database applications, and performing any related web support. The interface to the NCEA database is through the NCEA Admin, this is a data entry application of EIMS that is used for content management of reports in the pipeline, and at times as new levels of requirements are added NCEA Admin is updated to support these requirements. Operations and maintenance may include, but not be limited to, link checking, improving the metadata for searching, tweaking the pages for the web presentation or archiving retired information.

The contractor shall provide the following as it pertains to products from NCEA that support the SSWR program:

- Provide maintenance for the SSWR Web sites, which includes site updates as necessary to comply with ORD and Agency Web requirements, and/or changes in the EPA server environment or in the supporting database(s).
- Provide other modifications or enhancements as specified in Technical Direction Work Requests throughout the period of performance, including migration of selected ColdFusion pages to html, addition of new static and dynamic web pages, and redesign of selected pages to:
 - Fulfill the mission of the Agency and any related Web initiatives
 - Improve the performance of the site,
 - Comply with Section 508 for Accessibility, and
 - Improve the usability based on recommendations from SSWR, ORD or Agency customer feedback evaluation(s).
- Provide Section 508 compliant reports (in PDF format) for posting on the SSWR Web sites and databases.
- Manage the updates and maintenance of the reports in the database throughout the SSWR portfolio.
- Review the site for redundant, outdated, trivial (ROT) content, dead links, usability and other EPA initiatives to improve the function of the web site.

New and major revisions to web pages will be reviewed and tested by the contractor, and by the content provider and/or the WAM. Routine or minor modifications will be tested before they are implemented, before they are sent to the WAM for review. All web pages shall be consistent with ORD and Agency policies regarding the appearance, format, standards and function of Internet and Intranet web pages. Additionally, the web pages on the NCEA Web sites shall not compromise the security procedures enforced through the NCC facility in RTP, NC.

This subtask is specified for the tracking of work performed under this subtask. This site is currently operated and maintained by other contract support to the EPA; therefore, in this work assignment this task is to provide web and database support as needed to the following list of web sites but not in conflict with any existing contract support. These site(s) include the site(s) defined as:

- <http://www.epa.gov/caddis>
- <http://www.epa.gov/erasc>

- <http://intranet.epa.gov/ncea/erasc>
- <http://www.epa.gov/ncea/mining>

Subtask 1.3. Support of the Air, Climate and Energy (ACE) Web sites and Databases

The contractor shall be responsible for managing the updates from NCEA that pertain to the Safe and Sustainable Water Resources Research Program's Internet and Intranet Web sites, related Admin & Public Database applications, and performing any related web support. The interface to the NCEA database is through the NCEA Admin, this is a data entry application of EIMS that is used for content management of reports in the pipeline, and at times as new levels of requirements are added NCEA Admin is updated to support these requirements. Operations and maintenance may include, but not be limited to, link checking, improving the metadata for searching, tweaking the pages for the web presentation or archiving retired information.

The contractor shall provide the following as it pertains to products from NCEA that support the ACE program:

- Provide maintenance for the ACE Web sites, which includes site updates as necessary to comply with ORD and Agency Web requirements, and/or changes in the EPA server environment or in the supporting database(s).
- Provide other modifications or enhancements as specified in Technical Direction Work Requests throughout the period of performance, including migration of selected ColdFusion pages to html, addition of new static and dynamic web pages, and redesign of selected pages to:
 - Fulfill the mission of the Agency and any related Web initiatives
 - Improve the performance of the site,
 - Comply with Section 508 for Accessibility, and
 - Improve the usability based on recommendations from ACE, ORD or Agency customer feedback evaluation(s).
- Provide Section 508 compliant reports (in PDF format) for posting on the ACE Web sites and databases.
- Manage the updates and maintenance of the reports in the database throughout the ACE portfolio.
- Review the site for redundant, outdated, trivial (ROT) content, dead links, usability and other EPA initiatives to improve the function of the web site.

New and major revisions to web pages will be reviewed and tested by the contractor, and by the content provider and/or the WAM. Routine or minor modifications will be tested before they are implemented, before they are sent to the WAM for review. All web pages shall be consistent with ORD and Agency policies regarding the appearance, format, standards and function of Internet and Intranet web pages. Additionally, the web pages on the NCEA Web sites shall not compromise the security procedures enforced through the NCC facility in RTP, NC.

This subtask is specified for the tracking of work performed under this subtask. These sites are currently under improvements by other contract support to the EPA, therefore, in this work assignment this task is

to provide web and database support as needed to the GCRP program but not in conflict with the existing contract support. These site(s) include the site(s) defined as:

- <http://www.epa.gov/ncea/global/>
- <http://intranet.epa.gov/ncea/htm/global.htm>
- <http://www.epa.gov/global/traits>, currently on staging at <http://intranet.epa.gov/ncea/test/global/traits/>
- <http://www.epa.gov/ncea/global/iclus/>
- <http://www.epa.gov/ncea/biofuels/>

Subtask 1.4. Support of the Sustainable and Healthy Communities (SHC) Web sites and Databases

The contractor shall be responsible for managing the updates from NCEA that pertain to the Safe and Sustainable Water Resources Research Program's Internet and Intranet Web sites, related Admin & Public Database applications, and performing any related web support. The interface to the NCEA database is through the NCEA Admin, this is a data entry application of EIMS that is used for content management of reports in the pipeline, and at times as new levels of requirements are added NCEA Admin is updated to support these requirements. Operations and maintenance may include, but not be limited to, link checking, improving the metadata for searching, tweaking the pages for the web presentation or archiving retired information.

The contractor shall provide the following as it pertains to products from NCEA that support the SHC program:

- Provide maintenance for the SHC Web sites, which include site updates as necessary to comply with ORD and Agency Web requirements, and/or changes in the EPA server environment or in the supporting database(s).
- Provide other modifications or enhancements as specified in Technical Direction Work Requests throughout the period of performance, including migration of selected ColdFusion pages to html, addition of new static and dynamic web pages, and redesign of selected pages to:
 - Fulfill the mission of the Agency and any related Web initiatives
 - Improve the performance of the site,
 - Comply with Section 508 for Accessibility, and
 - Improve the usability based on recommendations from SHC, ORD or Agency customer feedback evaluation(s).
- Provide Section 508 compliant reports (in PDF format) for posting on the SHC Web sites and databases.
- Manage the updates and maintenance of the reports in the database throughout the SHC portfolio.
- Review the site for redundant, outdated, trivial (ROT) content, dead links, usability and other EPA initiatives to improve the function of the web site.

New and major revisions to web pages will be reviewed and tested by the contractor, and by the content

provider and/or the WAM. Routine or minor modifications will be tested before they are implemented, before they are sent to the WAM for review. All web pages shall be consistent with ORD and Agency policies regarding the appearance, format, standards and function of Internet and Intranet web pages. Additionally, the web pages on the NCEA Web sites shall not compromise the security procedures enforced through the NCC facility in RTP, NC.

This subtask is specified for the tracking of work performed under this subtask. These sites are currently maintained by other contract support to the EPA, therefore, in this work assignment this task is to provide web and database support as needed to the SHC program but not in conflict with the existing contract support. These sites include the sites defined as:

- <http://www.epa.gov/roe>
- <http://www.epa.gov/roeadmin>

Subtask 1.5. Operation and Maintenance of any new NCEA Internet Web sites or databases not already developed

This subtask is specified for the tracking of work performed under this subtask. These site(s) are unknown at this time, but will likely use the current NCEA web storage space and database as needed.

Deliverables

The contractor shall provide updates to the web sites and databases as needed, copying the WAM on all correspondence regarding these updates. For estimating purposes only, the contractor shall assume they: will provide monthly reviews and corrections for missing metadata, broken links and ROT on all NCEA Web sites; will develop & implement improvements or updates to a minimum of three web sites annually to a maximum of six web sites; and will prepare a minimum of 100 to a maximum of 250 PDFs for posting.

The contractor shall provide Monthly Progress Reports outlining any work performed under this task.

Task 2: Enhancements to these sites based on Agency guidance and new Technology

The contractor shall be responsible for managing the updates to the web sites (listed in Task 1) by adhering to the EPA Web guidelines at <http://www.epa.gov/webguide>. The contractor may be asked to make updates to these sites (following the same procedures outlined in Task 1) based on new technology or EPA Web Guidance as new direction becomes available. Specifically, this task may provide contractor support to provide a range of strategic communications and outreach tasks to define and develop new aspects to the web sites and databases based on the newest technologies the EPA Web is considering.

This task may include the evaluation of Web 2.0 technology to include but not be limited to:

- Development of the NCEA web sites (listed in Task 1) in the newest Agency Web standards, utilizing efficiencies of Web 2.0 tools.
- Development of a communications plan to promote the use of NCEA to a wider audience

- Development of podcasts to promote the information of NCEA's research in these programs
- Development of on-line training or webinars to promote the information of NCEA research in these programs
- Use of XML, Twitter, Govdelivery, or RSS feeds to promote the use of NCEA research in these programs to a wider audience
- Development of NCEA research products using more sustainable technology
- Development of more integration with like systems/databases Government-wide, to support data sharing or access via open data government platforms (like NARA, e-Chem portal, Data.gov, etc)

Deliverables

The contractor shall provide updates to the web site and database copying the WAM on all correspondence regarding these updates. For estimating purposes only, the contractor shall assume they will produce 6-10 podcasts, maintain 1-3 training web sites, host 1 on-line event or webinar, develop a minimum of 2 communication plans, and add 3 new Web. 2.0 enhancements to the NCEA Web sites listed in Task 1.

The contractor shall include in the Monthly Progress Report any work performed under this task.

Task 3: Web Analytics for site usability/enhancement and improved communication

The contractor shall be responsible for managing the Web site and database statistics for the purpose of improving the web site purpose and needs of our audience. The contractor shall prepare statistical reports on a monthly, quarterly, and yearly (compare year to year totals) basis to be used to examine how the web sites are being utilized. Specifically, the contractor shall:

- Provide statistical reports as requested by Technical Direction from the WAM regarding site statistics, search terms, performance analysis, site recommendations or mockups, and data exports from NCEA for the purpose of clean-up or analysis to assist in the management and presentation of NCEA information. These reports shall be in the form of a spreadsheet or word processor application.
- Provide recommendations for site enhancements based on the results of the statistics reported.
- Perform web site usability testing to improve the use of the site and to develop personas for site usage design.
- Support the NCEA research program communication plans to improve outreach related to the NCEA Research Program products.
- Maintain the NCEA Webmaster correspondence system to manage comments to the website and improvements.

Deliverables

The contractor shall provide web usage statistics and other related reports on this task to the WAM by the 28th of every month for any work performed under this task. For estimating purposes only, the contractor shall assume they will provide both monthly & (4) quarterly statistical reports; will perform 1-3 usability tests on the web sites defined in Task 1; will develop a minimum of 3 personas; and will make 3-6 recommendations that will improve the statistics to these sites by a minimum of 15% over the course of a year.

The contractor shall include in the Monthly Progress Report any work performed under this task.

Task 4: Technical review by a Subject Matter Expert (SME) with expertise to provide support for database design or development

The contractor shall be responsible for providing technical review on any new technology to the web site or database design issues related to operating NCEA's web sites. For example this may include finalized NCEA products implementation on the NCEA web sites (see listed in Task 1), database development support related to EIMS, and all web site improvements. Technical review/commenting/editing may be necessary before documents are released to the public from the NCEA Databases or web sites. Additionally, the subject matter expert (SME) shall be familiar with the database searching to be able to recommend updates/improvements to the site without misrepresenting the data.

Deliverables

The contractor shall provide written correspondence to the WAM on anything related to this task. For estimating purposes only, the contractor should assume the SME would be able to facilitate at a minimum two face-to-face discussions (to a maximum of 12 non-face-to-face technical issues resolutions) about the improvements discovered in Tasks 2 & 3 based on their knowledge of the NCEA databases and web sites and new technology.

The contractor shall include in the Monthly Progress Report any work performed under this task.

Task 5: Work Assignment Management and Reporting

The contractor shall provide monthly, quarterly, and yearly stat reports, in addition to participating in bi-weekly meetings on the work assignment

In addition to standard Work Assignment reporting requirements, EPA/NCEA requires a mechanism for providing costs and estimates at the subtask level with the capability to track costs to the type of work performed. All costs associated with projects and/or work requests shall be reported in the monthly report as well as at an aggregate level. All costs associated with specific project codes shall be reported in the monthly report, and as specified in the individual work request.

Deliverables

The Contractor shall provide Monthly Progress Reports, with clear tracking at the subtask level for tracking costs as necessary.

Any associated meeting minutes for this WA shall be provided no later than 3 business days after date of meeting.

V. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

The contractor shall assume no more than two face-to-face meetings to support this work assignment.

VI. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WAM to any anticipated event under the work assignment which may result in incurring an estimated \$23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Support of the NCEA Web sites and Databases
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.
Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.	During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.

<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>

<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>
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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-25				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013 Base Option Period Number 2			Title of Work Assignment/SF Site Name NCEA database and website supp				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.10, 2.17, 3.1, 3.2, 2.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2012 To 07/31/2013				
Comments: This action allocates \$100,000 of incremental funding to the work assignment, increasing total funding from \$93,000 to \$193,000 and increasing technical hours from 1150 to a revised amount of 2326 direct labor hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 4,000						
11/30/2010 To 07/31/2013										
This Action:				1,386						
Total:				5,386						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Maureen Johnson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 703-347-8611			
							FAX Number: 305-425-8314			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2042			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-25				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			NCEA database support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.10, 2.17, 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2012 To 07/31/2013					
Comments: This action increases incremental funding on the work assignment by an amount of \$2,200 from a ceiling of \$193,000 to a new ceiling of \$195,200. Ceiling on LOE is increased from 2326 direct labor hours to a revised amount of 2400 direct labor hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
11/30/2010 To 07/31/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Maureen Johnson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 703-347-8611			
							FAX Number: 305-425-8314			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2042			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-25				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			NCEA Database Support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.10, 2.17, 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2012 To 07/31/2013					
Comments: This action increases incremental funding on the work assignment by an amount of \$119,000, from a ceiling of \$195,200 to a new CPFF ceiling of \$314,200. Ceiling on LOE is increased from 2400 direct labor hours to a revised amount of 3852 direct labor hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
11/30/2010 To 07/31/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Maureen Johnson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 703-347-8611			
							FAX Number: 305-425-8314			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2042			
							FAX Number:			